



## **Taste of Heaven General Manager Job Description Kalamazoo Youth for Christ**

**JOB TITLE:** Taste of Heaven General Manager

Supervisor: Development Director

Hours: Full time

Salary: TBD based on experience and qualifications

Benefits: Medical, Retirement Plan, Paid Holidays, Sick & Vacation Time

**DESCRIPTION:** Taste of Heaven is a non-profit ministry of Kalamazoo Youth for Christ that raises funds for the overall ministry and is one of the ministry sites that impacts young lives. The General Manager oversees all aspects of the business and the ministry components of Taste of Heaven.

**KEY VALUES:** YFC ministry sites have 5 Essentials. Widespread Prayer, Loving Relationships, Faithful Bible Teaching, Collaborative Community Strategy and Adults Who Empower. The Director will see to it that these are woven throughout this ministry.

**KEY OBJECTIVES:**

- Keep the mission of YFC (youth ministry) as the main objective of TOH
- Increase the revenue of TOH through marketing and business strategies
- Create a “team approach” for all YFC staff at TOH
- Create a safe, caring, fun environment in which individual volunteers, group volunteers and students can serve
- Oversee all TOH staff, volunteers and students
- Oversee retail operations including customer service, receiving and fulfilling orders, billing, merchandizing, pricing, new product development, budget, reporting, etc...
- Collaborate with community organizations to advance the mission of YFC and TOH
- Oversee a Business Support Team

**SKILLS AND QUALIFICATIONS:**

- Honesty and integrity
- Administrative & Managerial abilities
- Strong verbal and written communication skills
- High level of spiritual maturity
- Experience with urban ministry
- Ability to work within a team
- Ability to network
- Strong interpersonal skills (with staff, volunteers & students)
- Maintain a customer-focused, not a sales-focused business approach
- Strong problem solving skills
- Ability to multi-task and work well under stressful situations



- Ability to lead and inspire people
- Motivated “self-starter”
- Ability to take input from supervisors and colleagues
- Computer proficiency in Excel, Publisher, Word, Adobe Suite, Quickbooks...
- Accounting proficiency
- Willingness to do relationship-based fundraising
- Passion for the mission of YFC

#### **ADDITIONAL DETAILS:**

##### **Funding Responsibilities**

- Participate in Kalamazoo YFC fundraising events as possible
- Write a monthly support letter
- Meet fundraising goals

##### **Supervision**

- YFC online reporting system
- Weekly meeting with supervisor
- Attend staff meetings
- Yearly evaluation with mid-year review

##### **Training**

- Complete YFC’s “Leadership Blueprint” in order to become credentialed
- Attend Local/Regional/National training events

##### **Expectations**

- Signing the YFC Statement of Faith
- Signing the Standards of Conduct: Living the Life of a Leader
- Commitment to a local church

#### **FOR MORE INFORMATION OR TO APPLY BY NOVEMBER 1, 2016:**

Contact: Scott McCloughan, Kalamazoo YFC Executive Director

Phone: 269.760.1023

E-mail: [scott@kalamazooyfc.org](mailto:scott@kalamazooyfc.org)

Also please view our website: [www.kalamazooyfc.org](http://www.kalamazooyfc.org)